



Robert F. McDonnell  
Governor

James S. Cheng  
Secretary of  
Commerce and Trade

# COMMONWEALTH of VIRGINIA

DEPARTMENT OF  
HOUSING AND COMMUNITY DEVELOPMENT

William C. Shelton  
Director

## VIRGINIA MANUFACTURED HOUSING BOARD APPLICATION FOR LICENSURE

### DEALER

1. Type of application: ( ) Initial ( ) Renewal ( ) Reinstatement
2. Full Name of Business: \_\_\_\_\_
3. Phone number at business location: ( ) \_\_\_\_\_
4. Mailing address (include street and/or P.O. Box): \_\_\_\_\_  
\_\_\_\_\_
5. Full physical address of business location: \_\_\_\_\_  
\_\_\_\_\_
6. Doing business in the ( ) City ( ) County ( ) Town of: \_\_\_\_\_
7. Name and title of individual designated as 'In Charge': \_\_\_\_\_
8. Name of individual applying: \_\_\_\_\_  
(This is the name that will appear on the license as contact person)
9. Email address of individual applying: \_\_\_\_\_
10. Federal identification number (F.I.N.): \_\_\_\_\_
11. State in which incorporated: \_\_\_\_\_
12. Business hours as posted at business office: \_\_\_\_\_
13. List below all owners, officers and/or partners, their percentage of ownership, titles, telephone numbers and mailing addresses. (Attach additional pages as needed.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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14. List any previous license numbers issued by the Board that you have conducted business under during the last five years. Include any licenses issued by the Department of Motor Vehicles. (Attach additional pages as needed.)

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15. List the name and license numbers for any other business locations owned and/or operated by your company that are currently licensed by the Virginia Manufactured Housing Board. (Attach additional pages as needed.)

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16. List full names of all employed salespersons along with a full physical description to include date of birth, sex, height, weight, hair color and eye color. (Attach additional pages as needed.)

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17. List the name and license numbers for all manufacturers you are currently doing business with. (Attach additional pages as needed.)

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18. Please include a current copy of your financial statement which does not have to be an audited copy. The financial statement may consist of a balance sheet.

19. Please include verification of a business office as well as verification of a business signage (photographs are acceptable).

20. Read each question below and mark the appropriate response. If you answer "yes" to any of the following questions, please attach a separate sheet explaining the circumstance(s) from start to finish. Include names, dates, court jurisdictions, and supply copy of probation papers and/or release documents.

- A. Have you ever been refused a license to sell manufactured homes or had a license suspended or revoked?  
(    ) Yes      (    ) No
- B. Have you ever been convicted of a felony?  
(    ) Yes      (    ) No
- C. Have you ever been convicted of any fraudulent or criminal act in connection with the business of selling manufactured homes?  
(    ) Yes      (    ) No
- D. Have you ever been convicted of larceny; or receipt or sale of stolen property?  
(    ) Yes      (    ) No
- E. Have you ever been affiliated with, held an interest in; or operated a company that went bankrupt?  
(    ) Yes      (    ) No

21. Please read and sign the "Statement of Compliance" attached this document

**DEALER'S  
STATEMENT OF COMPLIANCE**

I \_\_\_\_\_ certify that I am familiar with the  
(Name of Applicant print your name)  
**Manufactured Housing Licensing and Transaction Recovery Fund Regulations and other laws which govern the manufactured housing industry, and that I am in compliance with all such laws and regulations, and that the answers contained in the foregoing application are true and correct and that I have the authority to sign this application and answer the questions contained therein.**

Name of Business: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

**NOTE:**

Return the completed application with a check or money order made payable to the “**Treasurer of Virginia**” and mail to the following address:

**Virginia Department of Housing and Community Development  
Division of Building & Fire Regulation  
P.O. Box 652  
Richmond, VA 23218-0652**

*(Please see the Instructions for the applicable fees.)*